

AGENDA FOR SWMP TASK FORCE
Government Center, Suite 448
June 8, 2004
7:00 - 9:00 p.m.

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>
1. Opening/Welcome/Introductions/Expectations	All attendees
2. How Did We Get Here . . . History, Charter, Purpose	Jeff Smithberger
3. Where Are We Going . . . and	Colin Waitt, Facilitator
4. Discussing of Organizational Issues	Colin & Discussion from Members
- Frequency of meetings	
- Length of meetings	
- Day/time of meetings	
- Quorum	
- Facilitated Role	
- County staff keep record of meetings	
- Decision making (majority, consensus, etc.)	
- Use of website for calendar/notes	
- Emails of Task Force Members	
- Participation by visitors	
- Selection of Chairperson and Vice Chair?	
- Financial Disclosure Forms	
5. High Level Timeline for Work	Discussion
6. Begin List of Issues for Consideration (if time permits)	Discussion
7. Agenda for Next Meeting	Discussion
8. Adjournment - 9:00 p.m.	

**Solid Waste Management Program Task Force
Meeting Minutes -- Tuesday, June 8, 2004**

7:00 pm. Room 448.5, Fairfax County Government Center, Fairfax, VA.

This was the initial meeting of the Solid Waste Management Program Task Force. The Task Force was formed by motion of Mason District Supervisor Penny Gross during a public hearing for the draft Solid Waste Management Plan on May 10, 2004. All Board of Supervisors-appointed representatives were in attendance (see Attachment 1 - Attendees List). Additionally, several other interested parties attended. The meeting agenda is Attachment 2.

Mr. Jeff Smithberger, Fairfax County's Director of Solid Waste Collections and Recycling, opened the meeting and welcomed all in attendance. He asked each appointed member to identify themselves, the organization they represent, and their ideas/expectations for the task force. The following list represents items that were shared:

1. Working together and developing a comprehensive report for the Board of Supervisors by May 2005
2. Enhance the relationship between haulers
3. Address the concerns raised in the Solid Waste Management Plan (SWMP) including county-wide residential and business collections, quality of customer service, improved safety, and expanded recycling
4. Ensure that local communities are kept abreast of and involved in the task force process
5. Ensure that the small business point of view is represented
6. Identify mutually beneficial resolution of issues
7. Advocate for expansion of all types of recycling
8. See that issues are resolved in the best interest of the community
9. To reach viable consensus on issues
10. Consideration of a broad perspective of ideas
11. Ensure that the SWMP contains 20 years of good ideas

Next, Mr. Smithberger reviews the history, charter, and purpose of the task force. The meeting was then turned over to the facilitator, Mr. Colin Waitt of LMI Government Consulting. Mr. Waitt reviews a handout titled, Model of Success - Achievement of Goals (see Attachment C), which provides focus on the facilitator's role. Mr. Wait leads the group in developing the organizational components of the task force. The following decisions were made:

1. Meetings will be held once a month on the 4th Tuesday unless otherwise scheduled by the task force. Task force sub committees, if formed, may meet more frequently as necessary and appropriate.
2. Next meeting will be on June 29, 2004. The task force will meet on July 27 and then again on September 28, 2004. There will be no meeting in August.
3. Length of meetings will be 3 hours from 7:00 pm – 10:00 pm

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4. Primary meeting location will be the Fairfax County Government Center with potential to rotate meetings to different district offices and or the Fairfax County Chamber of Commerce
5. The task force chair will use *Robert's Rules* to govern meetings.
6. A quorum consists of nine (9) voting members (i.e., simple majority).
7. There will be attempts to reach consensus on all issues. Consensus equates to a "preponderance of opinion." The final report to the Board will contain consensus and non-consensus views.
8. County staff will take responsibility for report compilation, editing, and production.
9. County staff will undertake responsibility for preparing meeting minutes. These will be made available by various methods to all task force members before the next meeting for review and approval.
10. County staff will support the task force and its subcommittees as requested.

Next, Mr. Waitt reviews another handout that covers the role of the chair, vice chair, and general guidelines for each meeting (see Attachment E). After review, the task force elects Mr. Bill Lecos as chair and Ms. Joann McCoy as vice chair. All task force members agree to add the following to the role of the chair (and vice chair): will work closely and coordinate with county staff and the facilitator at all times.

Before ending the meeting, Mr. Waitt reviews the Categorized Potential Issues to be Addressed list (see Attachment F). Task force members were asked to review the list and send additions and deletions to Mr. Smithberger before the next meeting. Finally, Mr. Lecos asks that all task force members come prepared each week to discuss the issues.

The meeting adjourned at approximately 9:00 pm.